

**Threshold Group  
Diane Hodges  
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San Diego, CA 92127  
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**Booking Form**  
(Complete and fax or mail)

**About the Requestor:**

**Contracting Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Home or Cell Phone:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**About the Event:**

**Event Name:** \_\_\_\_\_

**Event Site and Address:** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Facilitators:** I will need people to:

- manage the room lighting
- obtain volunteers to participate in activities (for longer presentations)
- collect cards for prize drawings
- troubleshoot AV (hopefully, we won't need this!)

**About the Presentation: (fill out this section for each presentation desired)**

Topic or Title: \_\_\_\_\_

\_\_\_\_\_ **Keynote** or \_\_\_\_\_ **Workshop** (check one)

**Approximate Size of Audience:** \_\_\_\_\_

The audience will be comprised of: (check all that apply)

\_\_\_\_\_ Administrators                      \_\_\_\_\_ All district staff                      \_\_\_\_\_ Board Members

\_\_\_\_\_ Teachers                                      \_\_\_\_\_ Students                                      \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Counselors                                      \_\_\_\_\_ Parents

**Start time:** \_\_\_\_\_ **Ending time:** \_\_\_\_\_

What is in the room prior to my presentation? \_\_\_\_\_

When may I access the room to set up? \_\_\_\_\_

What is on the agenda immediately before my presentation (speaker, business meeting, announcements, break, etc)? \_\_\_\_\_

**Introduction:** Will someone introduce me or do you want me to do it myself? \_\_\_\_\_

**Room Set-up:**

The room will need to be set up with participants looking forward and have lighting conducive to using a PowerPoint presentation. **I will need to set up at least 1 hour in advance.**

**Describe the type of room to be used and seating arrangement.** \_\_\_\_\_

**Handout masters should be sent to:**

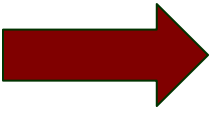
Name: \_\_\_\_\_

Email address: \_\_\_\_\_

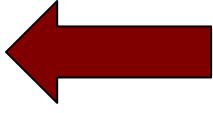
Postal address: \_\_\_\_\_

By this date: \_\_\_\_\_

**Audio/Furniture Visual Needs:**



- LCD projector
- **AV system with audio hookup (this is very important as there are videos and music so a sound patch needs to be connected to my laptop)**
- Screen large enough for the room and audience (no white sheets, please) **For large groups 2 or more screens may be necessary.** EVERYONE needs to see the screen.
- Podium on which to place a notebook
- Clip on microphone
- Small display table next to the podium



**Other:** Water at the podium

**Travel Arrangements:**

I will book my own coach flights.

The closest airport is \_\_\_\_\_

The approximate time from the **airport** to the **hotel** is \_\_\_\_\_

The approximate time from the **hotel** to the **event** is: \_\_\_\_\_

The approximate time from the **event** to the **airport** is: \_\_\_\_\_

**Ground Transportation will be provided by (check one)**

\_\_\_\_\_ one of our group members

Name \_\_\_\_\_ Cell phone # \_\_\_\_\_

\_\_\_\_\_ hotel shuttle

\_\_\_\_\_ taxi

\_\_\_\_\_ rental car

**Hotel Accommodations: (check one)**

\_\_\_\_\_The organization will make the hotel reservation (**nonsmoking room and a hotel with a dining room, please**) (If there is a Hilton family of hotels available, that would be my first preference.)

\_\_\_\_\_Diane will make her own hotel reservation. These hotels are geographically located near to the event and the phone numbers \_\_\_\_\_

\_\_\_\_\_

Date(s) Check in: \_\_\_\_\_ Check-out: \_\_\_\_\_

Hotel name and location: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Confirmation Number \_\_\_\_\_

**Fees:**

We agree to pay Diane Hodges a speaker fee of \$\_\_\_\_\_ made **payable to Threshold Group** plus expenses including airfare, parking, ground transportation, tolls, meals, hotel, etc. A 50% non-refundable deposit is due upon signing this agreement, and **the remainder of the speaker fee is due on the day of the presentation.** Expenses reimbursement is due within 30 days after expenses are submitted.

**Products:** (Check all that apply)

\_\_\_\_\_ We would like to purchase the books at a discounted rate and sell them at retail to make a profit for our organization.

15% discount – unsold books in perfect condition are returnable

25% discount – books are not returnable

Note: book signing opportunities may be available.

\_\_\_\_\_ We will duplicate materials order forms to include with the handouts for participants.

\_\_\_\_\_ We would like to have Diane bring her materials and conduct the sales herself.

\_\_\_\_\_ We would prefer not to have Diane’s materials for sale at the event.

Other instructions about this event \_\_\_\_\_

Signatures:

_____	_____	_____	_____
Diane Hodges	Date	Organization Representative	Date